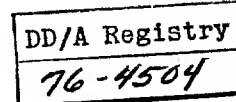


UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



September 3, 1976

Honorable George Bush  
Director, Central Intelligence Agency  
Washington, DC 20505

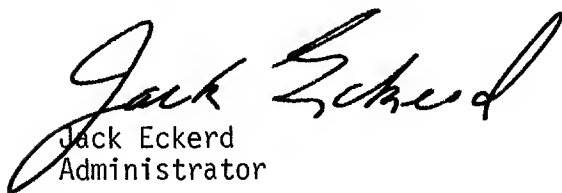
Dear Mr. Bush:

At his management meeting on July 23, the President directed the departments and several agencies to take a number of management initiatives. The Director of the Office of Management and Budget summarized specific actions to be initiated by the agencies in his memorandum of July 27.

In the Director's Memorandum, Item 4-B-5 (renumbered as 4.II.E. in the OMB Memorandum dated August 13) requires agencies to take actions to more efficiently utilize reproduction equipment and field duplication services. The General Services Administration was directed to review the agencies' efforts in this regard and to report to the President by October 21 the savings that have been or can be realized. Enclosed are instructions for preparing and submitting the data needed for the report for the President.

Requests for additional information should be directed to the Copy Management Branch, National Archives and Records Service, GSA, telephone 376-8815.

Sincerely,

  
Jack Eckerd  
Administrator

Enclosure

*Keep Freedom in Your Future With U.S. Savings Bonds*

PREPARATION INSTRUCTIONS FOR THE  
REPRODUCTION EQUIPMENT AND SERVICES INITIATIVES REPORT

1. BACKGROUND. The Director of the Office of Management and Budget, in his memorandum of July 27 on Presidential Management Initiatives, directed 20 agencies to initiate a series of cost reduction actions. One initiative required the agencies to take actions to achieve more efficient use of reproduction equipment and to maximize the use of centralized field duplication services. The General Services Administration (GSA) was directed to review the agencies' actions and to report to the President on savings that have been or can be realized.

2. REPRODUCTION EQUIPMENT AND CENTRALIZED FIELD DUPLICATION SERVICES.

A. For the purposes of this report "reproduction equipment" means office copiers and stencil, spirit, and offset duplicating equipment producing relatively few copies. The acquisition of such equipment does not require the prior approval of the Joint Committee on Printing. It is not located in a "printing plant," as defined in the Government Printing and Binding Regulations of October 1974.

B. "Centralized field duplicating services" generally refers to the sharing of a centralized facility by two or more agencies or two or more major components of a single agency. The facilities may be operated by GSA or another agency. "Centralized duplicating," for the purposes of this report, covers only copying done by equipment described in paragraph 2A, above. Agencies should also report on the sharing of this type of service among multiple units in headquarters offices.

3. REPORTING.

A. The agency reports are due by October 1, 1976, for General Services Administration review and transmittal to the President by October 21. Send reports to the General Services Administration (NROX), Washington, DC 20408 (Stop 220).

B. The format for the report is attached. Agencies should furnish separate reports for their major component bureaus or services. All agency offices and staffs not reporting as bureaus or services should be combined in a separate report titled, "Other Components." Also, furnish a consolidated summary report for the entire department or agency.

C. The reports should contain the items of information described in the following paragraphs. The paragraphs are numbered to correspond to the line items on the format.

(1) Reproduction Equipment Inventory and Production Data.  
(Items 1A through 1G.) To assure that the report can be prepared in a timely fashion, report in this section only such information as is

available from records maintained at the department or agency and bureau or service headquarters levels, and at the next lower major reporting level such as regional or major command organizations. If the information is not presently available, state plans, following item 1, to compile and maintain such inventory and management cost data as a base for the improvement of program management. Information for shared facilities should be reported by the agency operating them.

(2) Management of Agency Copying Operations. Attach a one-page description of your agency's program to economically and efficiently manage copying and duplicating operations. Include any major actions taken to strengthen the program in FY 1976 and the Transition Quarter. Also, include any plans for improving the management of those operations in FY 1977. Attach a copy of any agency directives in force, for the management of copying and duplicating operations; if none, so state.

(3) Utilization of Centralized Duplication Services. Attach a one-page description of actions taken during FY 1976 and the Transition Quarter to increase the use of centralized field duplication services. Also, describe any FY 1977 plans for increasing the use of such services. GSA plans tests of centralized copying/duplicating services in the Cincinnati Federal Office Building and the Seattle Arcade Plaza Building. Those tests were recommended by the General Accounting Office to validate potential benefits from such services sharing. Agencies with field offices in these buildings may include participation in the tests as a planned action.

(4) Savings.

(a) (Items 4A, 4B, and 4C.) Briefly describe actions that have been or will be taken to more efficiently use reproduction equipment, to maximize the use of centralized or shared duplicating services, or otherwise to decrease the costs of copying operations. The cost savings that have been or can be realized should be keyed to the action descriptions. Savings should be reported for each action included in the initial plan, which was due to the Office of Management and Budget on August 23 and subsequently approved by OMB. Any of those actions that do not conform to the categories shown on the attached format should be asterisked (\*) and included in a separate list. OMB has directed that savings should be reported on the same basis (i.e., obligations, costs, or other measures) used by the agency in its accounting for object classes. Actual savings should be reported for FY 1976, estimated savings for the Transition Quarter, and planned savings for FY 1977.

(b) (Item 4D.) Describe, in one or two paragraphs, examples of actions that have resulted or will result in significant savings.

State any cost savings, and describe any other benefits, such as personnel time gained, reduced case processing time, and office floor space recouped.

D. This interagency report has been cleared in accordance with Federal Property Management Regulation 101-11.11 and assigned interagency report control number 0126-GSA-OT.

# REPRODUCTION EQUIPMENT AND SERVICES INITIATIVES REPORT

Submitted by \_\_\_\_\_ Date \_\_\_\_\_  
(Department or Agency Name)

\_\_\_\_\_  
(Bureau or Service Name)

Person to contact concerning this report:  
Title \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Office \_\_\_\_\_

## 1. Reproduction Equipment Inventory and Production Data.

- |   | (1)<br><u>Office Copiers</u> |                   | (2)<br><u>Duplicators</u> |                   |
|---|------------------------------|-------------------|---------------------------|-------------------|
|   | <u>FY 76</u>                 | <u>Transition</u> | <u>FY 76</u>              | <u>Transition</u> |
|   | <u>Actual</u>                | <u>Estimate</u>   | <u>Actual</u>             | <u>Estimate</u>   |
| A. Current number of agency-owned machines:   |                              |                   |                           |                   |
| B. Number of machines purchased between 7-1-75 and 9-30-76:                           |                              |                   |                           |                   |
| C. Cost of machines purchased between 7-1-75 and 9-30-76:                             |                              |                   |                           |                   |
| D. Current number of machines leased (rented):  |                              |                   |                           |                   |
| E. Cost of leasing (renting) the machines between 7-1-75 and 9-30-76:                 |                              |                   |                           |                   |
| F. Annual volume of copies produced: (Indicate the time period which the data covers) |                              |                   |                           |                   |
| G. Average cost per copy: (Indicate the time period which the data covers)            |                              |                   |                           |                   |

2. Management of Agency Copying Operations.

Approved For Release 2002/05/07 : CIA-RDP79-00498A000100010015-3

See paragraph 3C(2) of the instructions.

ER

3. Utilization of Centralized Duplication Services.

SEP 7 4 19 PM '76

See paragraph 3C(3) of the instructions.

4. Savings.

<u>Brief Description of Cost Savings Actions</u>		<u>FY 76 Actual Savings (\$000)</u>	<u>Transition Quarter Estimated Savings (\$000)</u>	<u>FY 77 Planned Savings (\$000)</u>
A. More Efficient Use of Reproduction Equipment:				
S A A C M T P I L O E N S	(1) Terminating the rental of 20 photocopying machines	_____	_____	_____
	(2) Installation of less expen- sive copying equipment	_____	_____	_____
	(3) Contracting for copying services	_____	_____	_____
	etc.	_____	_____	_____
Subtotals		_____	_____	_____
B. Increasing the Utilization of Centralized Duplication Services:				
S A A C M T P I L O E N S	(1) Sharing centralized dupli- cating services with other agencies	_____	_____	_____
	(2) Establishing copy centers in agency offices	_____	_____	_____
	etc.	_____	_____	_____
	Subtotals	_____	_____	_____
C. Other Actions:				
S A A C M T P I L O E N S	(1) Decreasing the number of copies of 31 agency reports	_____	_____	_____
	(2) Eliminating the production of duplicate copies of 16 categories of records	_____	_____	_____
	etc.	_____	_____	_____
	Subtotals	_____	_____	_____
SAVINGS TOTALS		_____	_____	_____
D. Case Examples of Significant Actions				

STAT

Approved For Release 2002/05/07 : CIA-RDP79-00498A000100010015-3

Approved For Release 2002/05/07 : CIA-RDP79-00498A000100010015-3